

REACTIVATING OR RESTORING YOUR LICENSE

If your license was renewed on inactive status, and you now want to change to active status, or if you failed to renew before December 31, 1996 (which resulted in your license being FORFEITED as of January 1, 1997), and you want to restore your license, the table below lists documents and fees that must be submitted to the Licensing Branch. If your license was forfeited before or on January 1, 1995, or if you apply for restoration after December 31, 1997, you must submit a Restoration Application (call 586-3000 to obtain application) and follow the instructions that accompany that application.

REACTIVATING				
Individual Brokers, Salespersons	Principal Brokers, Brokers-in-Charge	Corporations, Partnerships	Sole Proprietors	Branch Office
Change Form (signed by Principal Broker or Broker-in-Charge) AND \$25 fee	Change Form AND \$25 fee	Change Form for corporation or partnership AND \$75 fee; AND Change Form for principal broker AND ALL associating licensees AND \$25 fee for EACH change form	Change Form for sole proprietor AND \$50 fee; AND Change Form for all associating licensees AND \$25 fee for EACH change form	Change Form for branch office AND for broker-in-charge AND \$25 fee for EACH change form
Original Continuing Education certificates	Original Continuing Education certificates		Original Continuing Education certificates	
		Zoning Form	Zoning Form	Zoning Form
		Trade name document (if using a trade name) from Business Registration Division 586-2727	Trade name document (if using a trade name)	
		Certificate of Good Standing from Business Registration		
		Corporate or partnership resolution appointing principal broker		
RESTORING BETWEEN JANUARY 1 AND DECEMBER 31, 1997				
Renewal application AND renewal fees AND \$10 penalty AND Original continuing education certificates AND Change Form if restoring on active status	Renewal application AND renewal fees AND \$10 penalty AND Original continuing education certificates AND Change Form if restoring on active status	Renewal application AND renewal fees AND \$10 penalty AND change forms for principal broker and ALL associating licensees AND zoning form AND trade name document (if a trade name is used) AND certificate of good standing AND corporate or partnership resolution appointing principal broker	Renewal application AND renewal fees AND \$10 penalty AND Original continuing education certificates AND zoning form AND trade name document (if using a trade name) AND Change Form if restoring on active status	Renewal application AND renewal fees AND \$10 penalty AND change forms for Broker-in-Charge and ALL associating licensees AND zoning form